

10 May 1985

Memorandum for the Record

Subject: Office of Training and Education FY 1985 First Quarterly Review

1. The FY 1985 First Quarterly review session for the Office of Training and Education (OTE) was held on 8 March 1985 at 0930 hours. In his opening remarks, [] (D/OTE) addressed areas he considered to be of special importance to the DDA. He mentioned the move to [] and the fact that portions of OTE's Information Systems Training Division (ISTD) and Washington Area Operations Training Staff (WOTS) will be among the first to be relocated. [] requested that the DDA not lose sight of the impact Agency recruiting will have on training, particularly in the analyst, general orientation, systems, and Career Training areas. Mr. Fitzwater suggested a task force be assembled to study the availability of funds within all Directorates for training purposes.

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2. [] then addressed the specifics of the new Administrative Career Trainee Course for DA Career Trainees (CT's). [] stated that the course was designed to provide the students with a broad view of all DDA offices. [] described the course schedule, and Mr Fitzwater suggested a one-hour session focusing on personal integrity and honesty be incorporated into the course. A short discussion then took place with [] addressing specifics on the entire CT training schedule, including instructor role playing and CT's serving interims in other Directorates. [] stated 173 CT's are currently in the program [] and she predicted 50 students for the April class. [] also noted that a two-week operations familiarization course had been designed and run for non-Directorate of Operations (DO) officers to alert them to DO-type responsibilities.

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3. Next, [] addressed the audience on Automated Data Processing (ADP) user training. [] began by stating that four computer training rooms in C of C and one in Ames are now operational. The four classrooms in C of C have 16 student terminals; the Ames classroom has ten student terminals. One instructor terminal is operational (three more are on order), and a large screen projector has been installed in each classroom which enables the students to view the material on the instructor's terminal. OTE is planning the same set-up for training in [] and will be moving ADP equipment from the Ames building as soon as the rooms are available. Unclassified

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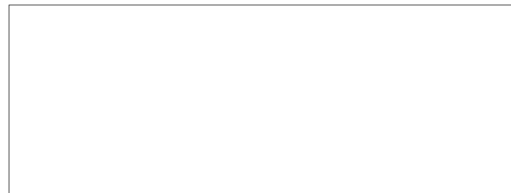
25X1

S E C R E T

courses, i. e., VM, AIM, NOMAD, RAMIS, etc., will be taught at [] 25X1
 [] with the classified courses (CAMS, DESIST, SAFE, LIMS) remaining in 25X1
 the vaults at Chamber of Commerce. OTE is looking at future ADP systems 25X1
 in order to plan training requirements in advance. [] also said
 that more classrooms are not the only answer to meeting the training
 challenge; OTE is reviewing a variety of self-study methods. Because the
 OTE Learning Center (LC) has been closed for six months, OTE will send
 in-house produced video training tapes directly to components. Mr.
 [] also explained that the Analytical Support Group requested OTE to 25X1
 produce tapes on AIM, EZ-PUB, SCRIPT, and Host-based word processing.
 The tapes were paid for by the Directorate of Intelligence (DI) but the
 finished product is applicable to personnel in all Directorates. Mr.
 Fitzwater asked about WANG-VM telecommunications interface training and
 [] indicated that ports are still needed to connect the two 25X1
 systems. [] then presented the audience with a short video 25X1
 presentation of the AIM self-study course and Mr. Fitzwater requested a
 copy be made available to the DDA front office. [] concluded by 25X1
 stating that OTE is developing a future Computer Based Training package
 to enable training to be accomplished directly on an employees
 workstation. A seven unit course is being assembled and a target date
 for completion of this package is July 1985.

4. The final presentation on the use of computers in Military 25X1
 Analysis Training was given by Mssrs. [] 25X1
 They stated that the Military Analyst Training MBO has been a successful,
 low budget project which is currently right on schedule. [] 25X1
 explained that lectures and field trips to the Quantico Military Base
 were being interfaced with computer simulations on micro-computers for
 military analyst trainees. [] then provided a demonstration on the 25X1
 Apple 2C computer, purchased by the DI for the OTE Military Analysis
 Course. He stated the use of computers is considered active rather than
 passive in Military Analysis. Using commercially available simulations
 he modified himself, [] demonstrated a computerized battle fought 25X1
 against a Russian mechanized armor unit. Upon conclusion, Mr. Fitzwater
 expressed his interest in this important training area and thanked Mssrs.
 [] for a most interesting presentation. 25X1

5. [] then expressed his appreciation to all attendees and 25X1
 adjourned the session at 1100 hours.



DDA/MS: [] 10May85 25X1
 Orig - File
 1 - D/OTE
 1 - DDA Chrono
 1 - DDA/MS Chrono

AGENDA

OFFICE OF TRAINING AND EDUCATION

QUARTERLY PLANNING MEETING

FIRST QUARTER FY 1985

8 MARCH 1985

0930 HOURS, 1025 CofC

Opening Remarks

New DA Course for DA CTs

ADP User Training

Using Computers in Military
Analysis Training

General Discussion

STAT

ADMINISTRATIVE CAREER TRAINING COURSE #1 (ACT ONE)
25 March - 19 April 1985

<u>Date and Time</u>	<u>Segment Title</u>	<u>Speaker</u>	
<u>Monday, 25 March</u>			
Room 902 C of C			
0830-0900	Course Admin & Introduction	<div style="border: 1px solid black; width: 100px; height: 1.2em; display: inline-block;"></div> Course Coordinator	STAT
0900-1000	What It Means to Be a DDA Officer	<div style="border: 1px solid black; width: 100px; height: 1.2em; display: inline-block;"></div> Director of Training	STAT
1010-1100	Overview of the Office of Security	<div style="border: 1px solid black; width: 150px; height: 1.2em; display: inline-block;"></div> Director of Security	STAT
1110-1145	Overview of the Office of Training	<div style="border: 1px solid black; width: 150px; height: 1.2em; display: inline-block;"></div> Computer Based Training Group, OTE	STAT
1200-1300	Lunch		
1300-1700	Workshop: Briefing Techniques		

Tuesday, 26 March

Office of Medical Services

0900-0915	Introduction and Exercise Overview
0915-0945	Formation of Sub-groups:
	-Ops & Intel Production
	-Selection & Evaluation
	-Health Support
	-Medevac
0945-1000	Introduction to Specific Scenario and Consultants
1000-1200	Sub-group Meetings with OMS Consultants

1245-1330 Group Leader Briefing Preparation
 and Panel Reading Assignments

1330-1500 Panel of OMS Specialists

1500-1530 Oral Presentations

1530-1545 Director of Medical Services Briefing

1545-1600 Exercise Evaluation

Wednesday, 27 March

0830 Report to Ames Building Room ____

Office of Information Services

0830-1430 1&1/2 hours each on:
 --FOIA
 --Information Management and Security
 --Regulations Process

1430 Travel to State

1515-1615	The State/CIA Administrative Relationship	Robert Lamb Assistant Secretary of State for Administration
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Thursday, 28 March

0830-1700 Briefing Techniques

Friday, 29 March
Room 713, CofC

0830-0900 Quiz

Office of Information Technology

0900-1000	Introduction to Agency Computer Systems	OIT Consulting Services Rep
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1000-1015 AIM Slide Show

1030-1200 VM Workshop

1200-1300 Lunch

1300-1430 AIM Workshop

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1430-1500 Bus to Headquarters

1500-1615 Tours of Northside,
[redacted] and Special
Computer Centers

STAT

1615 Bus to CofC

Monday, 1 April

0830 Bus to Headquarters

0900-1000 Workshop: Microcomputers and
Graphics.1000-1100 Experiential Learning:
open experimentation
with Information Center
Microcomputers;
questions.

1100-1130 Bus to CofC

1200-1300 Lunch

1300-1700 Workshop: Briefing Techniques

Tuesday, 2 AprilOffice of Security0900-1000 Overview and Introduction to
the Exercise

1000-1700 Divide into groups for:

- A Day at the [redacted]
Office
- A Hypothetical Adjudication
Exercise
- A Physical/Technical Security Exercise

STAT

Each group will spend a full day on
each of the above subjects

Wednesday, 3 April

0900-1700 OS Exercise Continued

Thursday, 4 April

0900-1700 OS Exercise Continued

Friday, 5 April

Office of Communications

0900-1130 Overview, Videotape, Panels
1130 Bus to Headquarters

1100-1700 Tour Headquarters Operations Center,
Datacom, Secure Voice Section and
Crisis Center

Monday, 8 April

0830

0830-1130

1130

1200-1300

1300-1600

1600

Tuesday, 9 April

Office of Finance

0830-0915 Overview Allen Elkins
Director of Finance

0915-1030 Approval, Certification & Cash Deputy Director of
Control Finance
Responsibilities;
Cash Shortages

1030-1200 Cash Shortage Exercise

-Revolving Fund Example
-What To Do If You Have A Shortage

1200-1300 Lunch

1300-1500 Briefings on Monetary
Activities

1500-1700 Memorandum of Oral Commitment Problem

STAT

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Wednesday, 10 April

0830-0900 Quiz

0900-1000 Briefing on Reorganization of Central Processing and Central Travel Activities (OP)

1000-1200 Travel Tutorial

1200-1300 Lunch

1300-1500 Travel Problems:
 -TDY, PCS (Domestic and Foreign), STAT
 Travel

1500-1700 Medevac Exercise

Thursday, 11 April

0830-1200 Payroll Tutorial and Exercise

1200-1300 Lunch

1300-1700 Reimbursement Tutorial and Exercise STAT

Friday, 12 AprilOffice of Personnel

0800-1100 Workshop: Employment Processing

1100-1200 EEO Briefing, Including Federal Womens Program

1200-1300 Lunch

1300-1700 Workshop: Troubled Employee

Monday, 15 April

0830-0930 Employee Benefits & Services Overview

0930-1100 Panels/Workshops:
 -Retirement
 -Insurance
 -Casualty Planning

1100-1200 Briefing: How Personnel Management Policies are Developed and Codified Through the Regulatory System

1200-1300 Lunch

1300-1530 Workshop: Position Management and Compensation

1530-1630 Director of Personnel: You've Seen Our Product; Do You
Have Questions? Plus Comments On Promotion Opportunities
and Other Current Topics of Interest.

Tuesday, 16 April

0830-1700 Workshop: Stress and Time Management

Wednesday, 17 April

0830-1200 Workshop: Assertive Negotiating Skills

1200-1300 Lunch

Office of Logistics

1300-1700 An Interactive Exercise Designed to Familiarize
Career Trainees With the Full Realm of Support
/Logistical Requirements Needed to Impliment a
DO Operation in the Field.

Thursday, 18 April

0900-1700 Logistics Exercise

Friday, 19 April

0900-1200 Tour of Central Depot

1200-1300 Lunch

1300-1400 An Hour With James McDonald
the A/DDA Associate Deputy
Director for Administration

1400-1500 Final Quiz

1500-1530 Critique and Wrap-up

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A-1

O - Scheduled Completion

X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Calibrate FSI/CIA Oral Proficiency Scoring Procedures

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED

QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

Negotiate mutually acceptable procedures with FSI for a pilot project [] to analyze CIA/FSI interrater reliability.

X

Complete project and study results.

X

Report to Language Development Committee on FSI/CIA score comparability [] and decide whether similar studies should be undertaken in other languages.

0 -----> 0

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A-3

O - Scheduled Completion
X - Actual Completion

OFFICE: LS/OTE

25X1
25X1
OBJECTIVE: Development of Reading Proficiency Tests

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED

QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

Analyze results of field testing. X											
Eliminate or repair faulty items. X											
25X1 Print and implement new tests. 0 -----> 0											

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A-4

0 - Scheduled Completion
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Development of Reading Proficiency Tests RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

Write all test items.			X									
Review all test items.			X									
Complete field test version of test.						X						
Select field test candidates for test.						X						
Field test test.							0					
Analyze results of field testing.								0				
Eliminate or repair faulty items.									0			
Print and implement new test.											0	

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A-5

O - Scheduled Completion
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Development of Reading Proficiency Tests

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED

QUARTER 1
OCT NOV DEC

QUARTER 2
JAN FEB MAR

QUARTER 3
APR MAY JUN

QUARTER 4
JUL AUG SEP

Write all test items.

0

Review all test items.

0

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A-6

0 - Scheduled Completion
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Development of a Recorded Listening Comprehension Proficiency
Test to be Later Implemented in Other Languages

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1 OCT NOV DEC	QUARTER 2 JAN FEB MAR	QUARTER 3 APR MAY JUN	QUARTER 4 JUL AUG SEP
<hr style="border-top: 1px dashed black;"/>				
Write all test items.	X			
Review all test items.		X		
Complete field test version of test.		X		
Design a comprehensive system for administering test.			0 -----> 0	
Field test test.			0 -----> 0	
Analyze results of field testing.			0 -----> 0	
Eliminate or repair faulty items.			0 -----> 0	
Implement new test.			0 -----> 0	
Initiate process for use in other languages.			0 -----> 0	

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A-7

O - Scheduled Completion
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Evaluate Language Use Questionnaires for Returnees

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

Code questionnaires design
to provide the LS with current
information about language
use and needs of Agency
employees overseas.

X

Design a prompted data entry.

0 -----> 0

Input codified information.

0 -----> 0

Evaluate results in terms
of students' use of the
target language in the field
and the degree to which LS
training prepares them for
their job.

0 -----> 0

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A-8

0 - Scheduled Completion
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Develop Survival Level Courses RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

Confirm need for survival
courses with LS customers. X

Meet with department
chiefs and language
coordinators to discuss
the "Survival" concept
and develop a working
plan. X

Brief instructors on
"Survival" rationale
and developmental
procedures. X

Determine course content
and write objectives for
each language. X

Develop courses. X

Run pilot survival
courses in the
languages selected. 0 -----> 0

Evaluate and calibrate
pilot courses. 0 -----> 0

Determine future survival
course development. 0

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A-9

O - Scheduled Completion
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Develop a Proficiency or Skill Oriented Language
Teaching Curriculum

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

Define "proficiency or skill oriented" curriculum.												
Brief pertinent LS instructors about what this type of curriculum means.												
Develop a proficiency or skill oriented curriculum in one language.												
Experiment with and refine pilot project in the classroom.												
Study the results of the experiment.												
If results are positive, develop a proficiency or skill oriented curriculum in five major languages.												

X

O -----> O

O -----> O

O -----> O

O -----> NEXT FY

O -----> NEXT FY

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A-10

O - Scheduled Completion
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Study the Feasibility of Establishing an Evening Language
School at Headquarters

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1				QUARTER 2			QUARTER 3			QUARTER 4		
	O	T	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

Talk to Language School
instructors to determine
their interest in the
project.

X

Talk to possible customers
to determine their interest
in the project.

X

Analyze feedback given by
customers and instructors.

X

Run a pilot evening program
at Headquarters.

X

Study results of pilot running
and, if warranted, implement
an evening program in specific
languages.

X

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A-11A

0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Conduct a Learning Needs Assessment for the Directorate
of Administration

RESPONSIBLE OFFICER: C/MTB/MATD; DA/STO

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

ENTIRE OBJECTIVE PUT ON HOLD												
1. Design Survey Instrument	0	0									
2. Select Survey Sample							0					
3. Conduct Survey							0					
4. Complete Report										0		
5. Submit Recommendations to Curriculum Committee										0		
6. Submit Recommendations to DTE and DDTE												0
7. Submit Recommendations to DDA												0
8. Implement Recommendations												(starting 1st Qtr. 86)
9. Evaluate the Program												(1986)

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A-11B

0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Conduct a Learning Needs Assessment for the Directorate
of Operations

25X1 RESPONSIBLE OFFICER: C/MTB/MATD; DO/

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

SLIP ALL ACTIVITIES ONE QUARTER												
1. Design Survey Instrument	0	0									
2. Select Survey Sample						0						
3. Conduct Survey							0					
4. Complete Report										0		
5. Submit Recommendations to Curriculum Committee										0		
6. Submit Recommendations to DTE and DDTE											0	
7. Submit Recommendations to DDO												0
8. Implement Recommendations												(Starting 1st Qtr 86)
9. Evaluate the Program												(1986)

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A-12

O - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Define Management Training Program for Agency

RESPONSIBLE OFFICER: C/MATD; C/MTB/MATD

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

ENTIRE OBJECTIVE PUT ON HOLD

- | | | | | | | | | | | | | |
|--|--|--|---|--|--|--|--|--|--|--|--|--|
| 1. Meet with STOs to
Devise Strategy | | | | | | | | | | | | |
| | | | O | | | | | | | | | |
| 2. Meet with Directorate
Officers as Appropriate | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| 3. Present Report to ADC
and Curriculum Committee | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| 4. Present Recommendations
to DTE and DDTE | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| 5. Begin Implementation of
Recommendations | | | | | | | | | | | | |
| | | | | | | | | | | | | |

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A-13

O - Scheduled Completion

X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Implement and Revalidate Secretarial/Administrative
Support Personnel Training Program

RESPONSIBLE OFFICER: C/ASB/MATD

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Conduct Pilot Runnings of:												
a. Working in Washington for CIA			X									
b. Re-entering the Work Force			X									
c. Geography			X									
d. Administrative Techniques						X						
e. Telephone Techniques			X									
f. Personal Transitions			X									
g. Career Development			X									
h. Intelligence Issues							0	----->	0			
i. Supervisory Skills for Secretaries			X									
j. Typing for Speed and Accuracy						X						
2. Assess 1st Quarter Activities:												
a. Report to Secretarial MAG						X						
b. Report to Curriculum Committee									0			
c. Report to DTE									0			
3. Revalidate Learning Needs for Secretarial and Support Personnel											00

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A-14

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Establish and Begin Implementation of an Agency-Wide
EEO Training Plan

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

CANCEL OBJECTIVE -- O/EEO WANTS TO RETAIN CONTROL OF TRAINING

- | | | | | | | | | | | | | |
|--|---------|--|--|--|--|--|--|--|--|--|--|---|
| 1. Meet with D/EEO
to Establish Broad
Outline of EEO Training
Plan Objectives
and Milestones | O.....O | | | | | | | | | | | |
| 2. Draft Plan for OTE
Coordination | | | | | | | | | | | | O |
| 3. Coordinate Plan with
D/EEO | | | | | | | | | | | | O |
| 4. Present plan to Joint
STO and EEO Officer
Meeting | | | | | | | | | | | | O |
| 5. Present Plan to DTE
for Action | | | | | | | | | | | | O |

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A-15

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Implement Recommendations of Writing Needs Assessment

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Identify Writing Skills Instructors (Staff and Contract)												
2. Conduct Pilot Editing Workshops												
3. Conduct Pilot Advanced Writing (Composition) Skills Workshops												
4. Conduct Pilot Technical Writing Workshops												
5. Evaluate Workshops' Results and Make Recommendations												

1. Identify Writing Skills Instructors (Staff and Contract) O.....X

2. Conduct Pilot Editing Workshops 0 -----> 0

3. Conduct Pilot Advanced Writing (Composition) Skills Workshops 0--> 0

4. Conduct Pilot Technical Writing Workshops 0

5. Evaluate Workshops' Results and Make Recommendations 0

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A-16

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Establish the Capability to Increase from 6 to 12 the
Number of Yearly Runnings of the Program on Creative
Management (POCM)

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Initial Use of Local-Hire Contractors for Assessment and Part of Instruction X (FY 84)												
2. Initial OCM Runnings by Two Teams of Two Each X (FY 84)												
3. Begin Monthly Runnings X												
4. Evaluation by CCL			X			0			0			

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A-17

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Validate MATD Training Program for Agency
Non-Supervisory Officers

RESPONSIBLE OFFICER: C/ASB/MATD

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

CANCEL ENTIRE OBJECTIVE

- | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|---------|
| 1. Conduct Needs Assessment
of Agency Non-Supervisory
Officers | | | | | | | | | | | | 0.....0 |
| 2. Submit Recommendations
to C/MATD | | | | | | | | | | | | 0 |
| 3. Submit Recommendations
to Curriculum Committee | | | | | | | | | | | | 0 |
| 4. Submit Recommendations
to DTE | | | | | | | | | | | | 0 |
| 5. Implement Recommendations | | | | | | | | | | | | 0....0 |
| 6. Evaluate Program | | | | | | | | | | | | 0....0 |

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A-18

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Introduce MATD Competency-Related Development Program

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

DUPLICATE TO OBJECTIVE E-2 DELETE

- | | | | | | | | | | | | | |
|--|--|--|---|---|--|--|---------|---|---|--|--|---|
| 1. Identify topics and Speakers | | | | | | | | | | | | |
| | | | X | | | | | | | | | |
| 2. Conduct Four 1/2 to 1-Day Programs for OTE Participants | | | | | | | | | | | | |
| | | | | X | | | O-----> | O | O | | | O |

CONFIDENTIAL

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A-19

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Develop Program for "Briefing Techniques for Professional
Platform Delivery"

RESPONSIBLE OFFICER: C/ASB/MATD

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Establish Need			X									
2. Brief Senior Training Officers						X						
3. Submit Recommendations to Curriculum Committee						X						
4. Submit Recommendations to DTE						X						
5. Conduct Pilot Workshops by Contractor (If Appropriate)												
6. Evaluate the Results and Recommend Final Course Design												

1. Establish Need X

2. Brief Senior Training Officers X

3. Submit Recommendations to Curriculum Committee X

4. Submit Recommendations to DTE X

5. Conduct Pilot Workshops by Contractor (If Appropriate) 0.....0 -----> 0

6. Evaluate the Results and Recommend Final Course Design 0

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A-20

O - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/EDS

OBJECTIVE: Publish and distribute an executive newsletter

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Review format used by other agencies			X									
2. Extract and summarize articles									0			
3. Publish Newsletter												0

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A-21

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: Institute a structured system for advising Career Trainees from EOD to completion of the Career Training Program.

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Identify advisors for discrete groups of CTs (DA, DI, DS&T, DO, DO/Reports)

X

2. Assign appropriate CTs to each advisor

X

3. Set up and maintain a tickler system to afford each CT an advising session during each phase of the HQ portion of the program

0 -----> 0

4. Meet with advisors to define advising program procedures

X

5. Meet with advisors quarterly to discuss progress of program and to make appropriate changes

0

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A-22

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: Review and broaden content of Agency Orientation Course for Spouses to meet requirements of all four Directorates.

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	OCT	NOV	DEC	JAN
	FEB	MAR	APR	MAY
	JUN	JUL	AUG	SEP

1. Obtain approval of Curriculum Committee to restructure Ops Orientation Course for Spouses

O X

2. Meet with Directorate representatives to gather input for restructuring

O X

3. Present proposed curriculum changes to Curriculum Committee

O X

4. Present curriculum for new course to STOs

O X

5. Implement new Agency Orientation Course for Spouses

O -----> O

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A-23

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: Design and implement Directorate of Administration Course for DA
Career Trainees

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Obtain draft input from
all DA Offices 0 -----> 0

2. Set course objectives X

3. Draft consolidated
course proposal X

4. Identify classroom space X

5. Coordinate course
proposal with DA offices and
CMO/DDA 0 -----> 0

6. Prepare final course
proposal 0 -----> 0

7. Elicit and prepare case
studies to be integrated into
course CANCEL 0

8. Identify appropriate
management training segments X

(continued)

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A-23

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: continued

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

9. Obtain and copy all
course materials

0 ----> 0

10. Final speaker
arrangements

0-> 0

11. Run course

0

12. Evaluate and revise
as necessary

0

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A-24

0 - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: Develop an Operations Familiarization Course for Non-DO CTs

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Complete draft course curriculum												
2. Identify requirements for roleplayers												
3. Select roleplayers												
4. Present draft to Curriculum Committee for approval												
5. Present draft to STO members for agreement												
6. Conduct course												
7. Review and revise course as necessary												

0

0

0

0

0

0

0

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A-25

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: Redesign Career Trainee Development Course (CTDC)

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Complete new S&T 7-day package: expanded coverage of OSO, addition of FBIS, consolidation of OTS coverage, S&T live problem exercise			0									
2. Meet with DDI on content of threat package			0									
3. Meet with DDI on content of DI segment			0									
4. Restructure Interpersonal Communications Skills segment						0						
5. Restructure S&T segment (OSO, OTS, NPIC)												
6. Split intelligence Community segment and put briefings (FBI, NSA, DIA, NIC) in more appropriate segments												
7. Review objectives 												
			0									
8. Develop question lists for speakers doing new CTDC briefings to help them focus talks to meet class needs												

25X1
25X1

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A-30

0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/IT/TIB

OBJECTIVE: Develop plan for series of area-oriented course

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Determine need	0---0 -----> 0											
2. Develop course plan	0----0 -----> 0											
3. Approval from DI and Curriculum Committee	0 -----> 0											
4. Pilot Running	0-----0 ----> 0											
5. Evaluate program	0 -->0											

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A-31

O - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/IT/TIB

OBJECTIVE: Develop and present a course on Military Analysis for NPIC

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Conduct survey			X									
2. Establish content						X						
3. Obtain DS&T approval (DI NOT INTERESTED)									0			
4. First running										0		

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A-32

O - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/IT/TIB

OBJECTIVE: Develop Training Program for S&T Directorate Personnel

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Submit proposal to S&T	X											
2. Recruit and assign instructors to develop, design and conduct courses							0	-----	>	0		
3. Begin training course												0

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A-33

O - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/IT/TIB

OBJECTIVE: Develop course on scientific and technological forecasting for
 community analysts

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Develop course plan			X									
2. Approval from NIO on S&T						X						
3. Obligate funds												X
4. Pilot running												0 -----> 0
5. Evaluate program and include in S&T training												0

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A-34

O - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/IT/PDB

OBJECTIVE: Reevaluate the CIA Today and Tomorrow Course, given the sharp
 decrease in enrollment

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Review student feedback
 from 9/84 running

X

2. Meet with STOs to determine
 anticipated enrollment for
 Spring 1985

0 -----> 0

3. Make recommendation to
 OTE Curriculum Committee

0 -----> 0

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A-35

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/IT/PDB

OBJECTIVE: Design and present a professional development course for employees
GS 11 + with more than 7 years Agency service

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

DELETE ENTIRE OBJECTIVE -- LACK OF FUNDS

1. Conduct needs survey													0
2. Develop course outline													0
3. Present proposal to OTE Curriculum Committee													0
4. Design and develop course materials and schedule													0
5. Conduct first experimental running													0
6. Reevaluate, modify, and present as part of regular OTE curriculum													0

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A-36

0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/IT/PDB

OBJECTIVE: Develop Trends & Highlights Course for each Directorate in response
to DCI Search for Excellence

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Conduct survey 0---X

2. Hire Coordinator X

3. Curriculum Committee Review 0

4. Develop course schedule
for Directorate #1 0 -----> 0

5. Conduct course 0 -----> 0

REMAINING ACTIVITIES HELD FOR NEXT FY

6. Develop course schedule
for Directorate #2 0 ----->

7. Conduct course 0 ----->

8. Review program 0-----> 0

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A-37

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/IT/PDB

OBJECTIVE: Establish domestic field trip in the Midcareer Course

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

DELETE ENTIRE OBJECTIVE -- LACK OF FUNDS

1. Research				0								
2. Consult with STOs and Directorates on alternatives for visits							0-----0					
3. Develop alternative lists of field trips									0			
4. Curriculum committee approval											0	
5. Conduct experimental field trip in fall running of Midcareer Course												0
6. Evaluate results for future Midcareer Courses in Oct. 1985												

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A-38

0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/IT/ATB

OBJECTIVE: Develop, under contract, a set of diagnostic tests on cognition to be used in the training of analysts

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	A*G	SEP

1. Research on possible contractors			X									
2. Select and hire cognitive psychologist						X						
3. Conduct research.							0-----0					
4. Test battery of instruments										0		
5. Apply in ATB analysis courses											0---->	

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A-39

O - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/IT/ATB

OBJECTIVE: Develop and teach a customized course in analysis and writing for
 National Narcotics Border Interdiction System

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Select staff			X									
2. Conduct need survey			X									
3. Pilot running						X						
4. Run course for five regions												

0---0 -----> 0

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A-40

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/IT/ATB

OBJECTIVE: Develop out panel of leading internal and external consultants
to evaluate and review ATB curriculum

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Develop list of consultants			X									
2. Prepare papers on ATB curriculum						X						
HOLD ON REMAINING ACTIVITIES UNTIL FUNDS ARE AVAILABLE												
3. Review of curriculum by consultants												0
4. Follow-up papers due from consultants												0
5. Second session review by consultants												0-----0> NEXT FY

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A-41

0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/EDS

OBJECTIVE: Executive seminars on topics of current interest.

RESPONSIBLE OFFICER: _____ and Agency scholars in residence

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

NEW OBJECTIVE -- ADDED FIRST QUARTER

1. Discussion of project with academic coordinator	X				
2. Contact selected scholars in residence		0			
3. Schedule seminars and enroll participants			0		
4. Conduct seminars			0	0	0

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B-1

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Develop a Remedial English/Writing Skills Program Using
Computer-Based Training (CBT) as the Core Methodology

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Identify and Evaluate CBT English Writing Programs (PLATO, TICCIT, DOSSs, etc.)												X
2. Identify Potential Candidates and Conduct Pilot Training Experiments Using CBT Courseware Effectiveness												0
3. Evaluate CBT Courseware Effectiveness												0....0
4. Submit Recommendations to the Curriculum Committe												0
5. Submit Recommendations to DTE												0
6. Implement Recommendations												

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B-2

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/IT/TIB

OBJECTIVE: Develop Computer Aided Instruction Curricula for Military Analysis Training

RESPONSIBLE OFFICER: Richard Puckett/Dave Bush

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Review 3 war games for computer application			X									
2. Revise NATO Division Commander program			X									
3. Test North Atlantic 86			X									
4. Program Mech War			X									
5. Test programs			X--X									
6. Develop tutorial on principles of war												
7. Develop tutorials with voice narrative/animation on Apple computers												
8. Develop fully computerized warfare games												

0 -----> 0

O CANCEL ACTIVITY UNTIL NEXT FY

0

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B-3

0 - Scheduled Completion
X - Actual Completion

OFFICE: LS/OTE

25X1 OBJECTIVE: Develop a pilot program [] to
be later used in the SURs Course.

RESPONSIBLE OFFICER: [] 25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

NEW OBJECTIVE -- ADDED FIRST QUARTER												
1. Collect materials needed for the development of the program												
2. Brief [] on the SURs Course												
3. Do research on existing [] programs												
4. Do research on existing interactive forms of instruction												
5. Analyze SURs lessons to be developed for []												
6. Develop the materials to be videotaped												
7. Review the interactive material												
8. Develop the material to be digitized												
9. Translate any [] material into English for []												
10. Videotape segments												
11. Edit final product												

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D-1

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ISTD

OBJECTIVE: Provide training for SAFE delivery I and II

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED

QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Training on delivery I

X

2. In conjunction with CSPO
and HADRON/QSI, determine
course outlines, lengths, and
content for Delivery II
training

O -----> O

3. Review and determine
acceptability of deliverable
training materials (including
dry runs)

O -----> O

4. Transition training for all
current Delivery I uses on
Delivery II

O-----O -----> NEXT FY

5. Initiate training on
Delivery II for new users

O NEXT FY

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D-2

0 - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/ISTD

OBJECTIVE: Provide training on DESIST (Decision Support and Information
 System for Terrorism) for Intelligence Community users

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Trial runs of DESIST Basic Course			X									
2. Develop Advanced Course on software packages available to DESIST Users							0	----->	0			
3. Train initial 200 DESIST users							0	----->	0			
4. Initiate scheduled runnings of Basic Users Course						X						
5. Enhanced Packages Course									0			

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D-3

0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ISTD

OBJECTIVE: Develop new and upgraded facilities for ADP user training

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Install Delta Data
terminals in classroom 713

X

2. Install projector
system in 713

X

3. Install 3 additional
Delta Data terminals in 601

X

4. Install projector system
in 601

X 0

HOLD REMAINING UNTIL NEXT FY -- LACK OF FUNDS

5. Install 3 graphics terminals
in 601

0

6. Complete evaluation of need
for additional facilities in
FY86 (Classrooms, terminals,
lines, etc.)

0

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D-4

O - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/ISTD

OBJECTIVE: Provide Enhanced Self-Study training for ADP users

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

OBJECTIVE DELAYED DUE TO DELTA DATA INTERFACE PROBLEMS

1. Select and purchase commercial CBT courseware													0
2. Make commercial CBT courseware available to users of VM													0
3. Complete preparation of videotape courses for AIM, HBWP, EASYPUB, SCRIPT													0
4. Make videotape courses available to VM users													0
5. Make AIM courseware developed by OTE CBT group available to VM users													0

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D-5

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ISTD

OBJECTIVE: Evaluate effectiveness of basic ADP skills training

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED

QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Evaluate word processing
training provided by ISTD
for New clerical EOD's)

0 -----> 0

2. Evaluate word processing
training provided by WANG

0

3. Fundamentals of VM course

X <----- 0

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E-1

O - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/LS

OBJECTIVE: Installation and Use of Xerox World Language Multiple
 Font Star System

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Choose location for installation. Make logistical plans for wiring, etc. Alert LS faculty to imminent arrival and capabilities of Star.												
2. Have system installed.												
3. Initiate training of immediate and potential Star users. Assess talents of trainees and select potential trainers and promoters of Star use.												
4. Assess need/in-house talent and prioritize for purchase of additional font.												
5. Intensify Star training in selected language groups with old and new fonts.												
6. Assess progress of ORD Linguini Project and determine whether Star Lexical Functional Grammar Writer's Workbench User Interface should be												

X

X

X

O

O

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25X1

expanded to a language
other than

0

CONFIDENTIAL

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E-2

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Introduce MATD Competency-Related Development Program

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Identify topics and speakers				X								
2. Conduct four 1/2 to 1-day programs for OTE participants				X			0	----->	0	0		0

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